



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

All PERSONS INTERESTED

Two (2) Vacancies

LIBRARY SERVICE SPECIALIST (PART-TIME)

PN# 104563

Library

Southwest District

Robinson-Westchase

3223 Wilcrest*

Rotating Schedule*

Alief

7979 South Kirkwood*

*Subject to change

9DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Provides reference service and information on library activities, policies and services to customers by telephone, mail, e-mail and in person. Assist customers in use of electronic catalog, reference materials indexes and the Internet. Assists in collection development/maintenance and maintenance of vertical files and ready reference files. Assists with outreach and promotion of library programs. Performs other duties like Interlibrary Loans, providing tours, assisting with displays, etc as needed. Does require evenings and Saturday work. May require Sunday work.

10WORKING CONDITIONS

Position requires stooping, bending and lifting library materials up to 20 pounds; pushing loaded book trucks up to 100 pounds. Must be able to move freely throughout the unit to file/retrieve library materials. Must be able to use a computer to access/input information. Must be able to communicate effectively orally and in writing.

11MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor’s degree in Library Science or a closely related field.

12MINIMUM EXPERIENCE REQUIREMENTS

None.

13MINIMUM LICENSE REQUIREMENTS

None.

14PREFERENCES

Valid Texas Driver’s License. Customer/public service experience preferred. Current computer skills including Microsoft Windows (Word, Excel, Access) preferred. Applicants with second language skills of Spanish, Vietnamese or Chinese are encouraged.

15SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

16SAFETY IMPACT POSITION

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 13

\$965 - 1246

Biweekly

\$25,090 – 32,396

Annually

18OPENING DATE

May 18, 2005

19CLOSING DATE

June 7, 2005

20APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer